



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

OCCUPATIONAL LICENSE SPECIALIST

DATE: November 2, 2004

SALARY: \$27,530 - \$37,950

NATURE OF WORK: This is responsible clerical work involving the processing of occupational licenses.

HOURS: Monday – Friday; 8:00 A.M. – 4:00 P.M.

WORKSITE LOCATION: Building Department
3801 N. University Drive, Suite 401, Sunrise

EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma.

EXPERIENCE: --One (1) year full-time (or equivalent) paid experience in the area of occupational licensing, municipal code enforcement or a related technical field and two (2) years of public contact experience.

SPECIAL REQUIREMENT: -- Possession of a valid driver's license and a good driving record.

CLOSING DATE: Open until filled.

HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V